

Martin Hall Exhibition Space

Information Sheet for Bookers

You must read this document in full before submitting a booking request form. If you have any questions, please email Nick Slater (n.slater@lboro.ac.uk).

Use of Space

Martin Hall Exhibition Space exists for exhibitions or displays which showcase an aspect of University life (this might include, but is not limited to, artefacts or artworks connected to research, the student experience, teaching and learning, archival collections, etc). It can also accommodate events as part of the public programme for these exhibitions (space permitting), though is not generally available as a space for events unconnected to exhibitions.

Please be aware that footfall is not large: exhibitions typically attract 2-5 people per hour. You can, however, make use of the large windows onto Shirley Pearce Square such that works are visible when the exhibition is closed.

Opening Times

It is up to you on which days and for how long you open your exhibition. We typically recommend weekdays, 12-2pm.

We will provide you with keys and the alarm code. There is a key box in Martin Hall foyer where invigilators can leave keys safe when the gallery is not open.

Availability

You can check availability of the exhibition space through your University outlook calendar. The room is listed as a calendar titled 'Resource.Room.MartinHall.MHL.0.06'.

Specifications

Photographs and a plan of the space [can be found by clicking here](#) (L'boro account required – please email if you do not have access).

We strongly advise that you visit the space before planning your exhibition in detail. A member of the LU Arts team will be able to accompany and advise you: please contact Nick to arrange.

Cost

There is no cost to hire the space, but costs associated with the staging of an exhibition must be covered by the organiser unless otherwise agreed. Costs may include, but are not limited to, materials, installation, interpretation, invigilation, deinstallation, and marketing.

Security & Insurance

The space has an alarm which can be set when your show is not open, and is fitted with CCTV. Works displayed will not automatically be covered by the University's insurance policies: please contact Nick if you require further information.

Access

The gallery is typically accessed through the glass doors which open out onto Shirley Pearce Square, though it also has a dedicated entrance with a small foyer around the side. This latter entrance provides the only step free access into the space and serves as the fire exit from Martin Hall Cafe: as such it must not be blocked at any time. You must also ensure that your exhibits are laid out such that a motorized wheelchair can be manoeuvred around the space.

Equipment

The following equipment is permanently available for use in shows or (de-)installation.

- Gallery spotlights (which can be redirected as appropriate)
- 3x archive display tables
- 1x bespoke wooden bench
- 1x projector (permanently wired in, pointed at largest wall)
- Speakers (permanently wired in)
- Large brush
- Wall filler
- White paint

LU Arts will also be happy to lend the following equipment free of charge, provided it is not in use elsewhere:

- 15x small metal stools
- 15x foldable wooden chairs
- 2x modern, minimal armchairs
- 1x wooden coffee table
- Stereo amplifier
- MP3 player
- Multimedia players (no screens, but can run almost all media files)
- Some audio leads (please check exactly what is available)
- Over-head headphones
- Monitors
- Advertising A-boards
- Some tools (hammers, screwdrivers, etc; though ideally you or your technician will provide their own).

Teaching Support (teachingsupport@lboro.ac.uk) may also be able to help with the loan and installation of AV equipment.

Installation and De-Installation

The exhibition space will be available for installation from the first day of your booking. It will be clean, with clear white walls. It must be returned to this state at the end of the show.

You will be responsible for the installation and deinstallation of your exhibition. Please ensure that you leave sufficient time to do this (we recommend at least a day for even the most basic installation and deinstallation), and consider whether additional shelving or fixings will be required in the space. Please also ensure you have sufficient equipment for both the show and the installation: you are welcome to provide your own to supplement the above, but we cannot be responsible for it.

For vinyl lettering for the outside window and/or inside wall we use Sign Shop Loughborough. They typically charge around £130 (Jan 2022). Please liaise with Nick to arrange.

We strongly suggest that you employ a freelance technician to help with the painting of the space; the hanging or mounting of any work; the installation of specialist AV equipment; the building of any plinths or means of display; and any cleaning or preparation of the space. You may need them for both install and the de-install. Technicians will each have their own rates but typically charge around £200 for an eight-hour day (as of Jan 2022). You will need to check what tools they will be able to bring with them. We have worked with and would recommend:

- Gino Attwood: ginoattwood@gmail.com
- Sofia Wiking: aswiking@gmail.com
- Jack Squires: jacksquires2517@googlemail.com

You will be responsible for undertaking appropriate Risk Assessments for any work being carried out.

Art Transport

If you need work transporting, we have previously had no problems with:

- JD Art Transport: jdarttransport@gmail.com; <http://jdarttransport.co.uk>; 07825339787 (locally based, specialist art transporters so may be more expensive but will be experienced in handling valuable, delicate and awkwardly shaped artworks)
- Fosters Removals: <http://www.fostersremovalsloughborough.com/#contact>, 07510330672 (Loughborough based, a variety of van sizes)
- Van Haulin: vanhaulin1@gmail.com (Leicester based, small van)
- David Yahuda: dyahuda@yahoo.co.uk, 07940 263110 (London based, large van)

Invigilation

Whilst the space has a security camera, we advise you to invigilate or source invigilators if there is any work or equipment of value in the show, and they will be essential if equipment has been

borrowed from LU Arts/Teaching Support. They are also advisable if help may be required with interpretation.

You may be able to source your own invigilators, but we find that the Student Ambassadors do an excellent job. To arrange for them to invigilate please contact Jess Excell (j.excell2@lboro.ac.uk) or [visit the Information for Staff webpage on how to book Student Ambassadors](#), which also contains up-to-date pay information.

Private View/Drinks etc

You are welcome to have a private view in the space. If you would like drinks (alcoholic or non) and/or snacks please arrange these through [Refresh](#). We have around 30 wine glasses you are welcome to borrow, though these must be returned clean. The nearest washing-up sink is upstairs in Martin Hall, though you may need to provide sponges and washing-up liquid (ask in the LU Arts office if necessary).

Marketing

Please add 'Supported by LU Arts' to any promotional material you produce for your exhibition, but do not give the impression we have curated it. For posters and flyers please replace 'LU Arts' with our stylized text graphic and include the University logo (included in the Exhibition Pack).

LU Arts will share details of your exhibition and any related events through our social media channels, mailing lists, and the 'What's on' section of our website. Please liaise with Rachel Fitzpatrick (r.l.fitzpatrick@lboro.ac.uk) at least six weeks in advance of your opening date to make arrangements.

The exhibition space does not have its own website.

We recommend you additionally submit your event for inclusion in the event listings on the University website. This can be done by completing the simple [online form](#). You must have a University email address in order to submit an event. If you require any assistance with this then please contact Rachel Fitzpatrick (r.l.fitzpatrick@lboro.ac.uk).

If you would like professionally designed materials to promote your exhibition please contact Matthew Cawrey of Creative and Print Services (M.J.Cawrey@lboro.ac.uk).